



Richard E. Constable, III
Chairman

Anthony L. Marchetta
Executive Director

NOTICE OF VACANCY

THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:

JOB TITLE: Procurement Officer II
RANGE: R10
DIVISION: Operations
FL STATUS: Exempt ☒ Non-Exempt ☐
UNION STATUS: Professional Unit ☒ Administrative Unit ☐ Non-Union ☐
EMPLOYMENT STATUS: Full Time ☒ Part Time ☐ Temporary ☐

ISSUE DATE: 12/2/13
Revised: 3/31/14
Closing Date: 6/25/14

JOB DESCRIPTION:

Under supervision of the Deputy Director of Operations is responsible for the purchase of goods and services in accordance with State or local government procurement procedures and practices; managing the Request for Proposal (RFP) process for purchases over the bid threshold, including the preparation of requests for proposals and the generation of acceptance and rejection letters; the maintenance of vendor contracts and related records; and perform related duties as required. Prepare correspondence related to purchasing matters. Prepare advertisements for soliciting bids. Prepare purchase orders and payment requisitions. Manage the HMFA's maintenance contracts/service agreements and renewals. Update vendor lists utilizing available resources. Perform related duties or complete special projects as required.

MINIMUM REQUIREMENTS

EDUCATION / EXPERIENCE:

Four (4) year college degree from an accredited college or university; five (5) years of business experience in State or local government Procurement; or a combination of both education and experience that provides the required knowledge, skills and abilities.

SKILLS:

Must have knowledge of State or local government procurement procedures and practices. Knowledge of accounting principles. Ability to draft proposals designed to ensure timely delivery at the best possible price of services and of the required quality. Ability to analyze purchase regulations and apply them to specific situations. Ability to analyze bids and draw conclusions. Ability to communicate effectively, orally, in writing and to listen actively. Ability to establish and maintain effective working relationships with co-workers and the general public. Ability to organize and accomplish multiple assignments simultaneously. Ability to accurately enter and retrieve computer data. Ability to maintain a positive work atmosphere in an appropriate manner of behavior which ensures cooperation and effective communication with customers, clients, peers and management.

BENEFITS

HMFA provides a comprehensive benefit program which includes the following: health, dental and prescription drug plans; vision care; deferred compensation plans; Public Employees' Retirement System (PERS); personal, sick and vacation days; tuition reimbursement and paid holidays. Residency in the State of New Jersey is required of all employees with an agency of the State in accordance with the New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70).

IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J. 08650-2085; FAX (609) 278-8858 E-MAIL: hrjobs@njhmfa.state.nj.us
THE NJHMFA IS AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS.